

PERMITS FOR SPACE USE

Who Will Issue My Permit

Anytime an individual or group comes on County property for a scheduled event, a permit is required. The first step to obtain a permit is to request an application from the appropriate departmental permit coordinator.

1. Permits for all County property except for 2 & 3 below			
Chief Administrative Office (CAO)	Armida Franco, Coordinator Real Estate Division	(213) 974-4317 (213)217-4971 fax af franco@cao.co.la.ca.us	222 S. Hill St. Third Floor Los Angeles 90012

2. County departments authorized to issue permits for property under their management			
Beaches & Harbors	Paul Wong Special Events	(310)305-9543 (310)823-6841 fax	4701 Admiralty Way Marina del Rey 90282
Military & Veterans Affairs	Jim Meyer Rental Coordinator	(213)744-4828 (213)748-5473 fax	1816 S. Figueroa St. Los Angeles 90015
Museum of Art*	Stefanie Salata Special Events	(323)857-6039 (323)857-6021 fax	5905 Wilshire Blvd. Los Angeles 90036
Museum of Natural History*	Heather Fabero Special Events	(213)763-3221 (213)743-4831 fax	900 Exposition Blvd. Los Angeles 90007
Music Center	Karen Schmidt Special Events	(213)972-7211 (213)972-7323 fax	135 N. Grand Ave. Los Angeles 90012
Public Works	N. Nelson Permit Section	(626)458-3129 (626)576-7739 fax	900 S. Fremont Ave. Alhambra 91803
Parks & Recreation	Reservations – North Reservations – South Reservations – East	(800)267-2757 (800)404-5888 (800)239-6700	433 S. Vermont Ave. Los Angeles 90020

*Parking excepted

3. Film (movie and still) permits regardless of proprietor			
FilmL.A., Inc.	FilmL.A., Inc.	(213)977-8600 (213)977-8601 fax	1201 W. 5 th St., T-800 Los Angeles 90017

4. Other clearances that <u>may</u> be required			
CAO Risk Management (Insurance-other risk matters)	Sal Reza Risk Management	(213)351-6434 (213)252-0404 fax	3333 Wilshire Blvd., #820 Los Angeles 90010
Fire Department (Fireworks, tent inspections, etc.)	Mary Lou Rivera Fire Prevention Division	(323)881-6122 (323)890-4055 fax	6031 Rickenbacker Commerce 90040
Health Department (Food sales-service-concessions)	Sandy Imperial Food & Milk Section	(626)430-5400 (626)813-3017 fax	5050 Commerce Dr. Baldwin Park 90706
ISD – Custodial Services (Event clean-up during and after event)	Orin Jones, Director Facilities Operation	(213)974-9593 (213)625-7539 fax	500 W. Temple St., B-47 Los Angeles 90012
Office of Public Safety (Security-desired, or required)	Paul Gallo LA County Police	(213)974-9636 (213)617-2143 fax	320 W. Temple St., B-17 Los Angeles 90012
Public Works (Road closures, parades, etc)	N. Nelson Permit Section	(626)458-3129 (626)576-7739 fax	900 S. Fremont Ave. Los Angeles 90012

Note: The CAO works with the public and County departments to coordinate the use of County property by outside individuals or groups. The requesting individual or group must: 1. Pay the market rate for the space use; 2. Submit proof of insurance; and 3. Execute a space use permit. Not all property is available for use and all property is subject to prior reservation. The CAO cannot waive the payment of fees; insurance, in the name of the party to whom the permit is issued, is never waived.

